



**Governing Body of the Winchcombe School
Minutes of the Finance & Human Resources Committee
Monday 21st June 2021 at 4.15 pm (via zoom)**

Present: Neil Pilsworth (NP) Head teacher, Roy Wood (RW), Chair, F&HR Committee) Rachel Redgwell LA governor(CoG) (RR) Derek Peale (DP) co-opted governor, Nida Ahmed (NA) (co-opted governor)

Apologies: None

Absent:

In attendance: Harriet Skinner (HS), Clerk, Sheilagh Peacock (SP), School Business Manager (SBM),

	Key: Strategic direction/Challenge or Question/Answer/Action/Extract
Agenda item	
1.	Apologies <i>The meeting was quorate</i>
2.	Declaration of any other business None
3.	Declaration of interests None
4.	Minutes of the meeting of 22 March 2021 Part I and II It was agreed that the minutes were a true record of the meeting. RW gave his permission to use his electronic signature.
5.	Matters arising (i)Friends of Winchcombe (FoWs) Annual General Meeting (AGM) took place 17.06.2021. A new committee has been formed, accounts are up to date and the out-going Trustee has agreed to submit these to the charity commission so FoWs charity status can be reinstated. RW agreed to monitor to ensure that this is achieved by 20.7.2021. <i>All remaining actions from meeting of 22.03.2021 have been completed.</i>
6.	Audit Report 2021 – Statement of Completion Governors examined each of the recommendations in the report and were satisfied that each had been actioned. RW felt it was important to note that the school has a separate Letting Policy and as such, it was not deemed necessary to add Lettings procedure to the Financial Management Policy (FMP). The Committee accepted the auditor's recommendations and were satisfied that all had been implemented. RR gave her permission use her electronic signature to sign off the internal audit statement of completion. Clerk to arrange and send completion statement to WBC internal audit by 30.06.2021.

7.	Financial Management Policy (FMP) Review FMP has been revised following internal audit. Approved unanimously. Clerk to circulate by 30.06.2021.
8.	2020-21 Budget Out-turn Governors considered 2020-21 Budget out-turn reports. Main School Budget (MSB) overspends were noted in E01 Teaching Staff due to maternity pay costs and performance management pay awards not included in original budget, E05 admin due to increase in hours, E14 catering and cleaning and E18 other occupations costs because of increased hygiene, washroom and cleaning supplies for Covid 19. RW pointed out underspend in E09 development and training. DP suggested that the proliferation of remote training had resulted in lower spend on continuing professional development across schools (CPD). NP agreed that the CPD emphasis was on supporting professional qualifications whilst training such as H&S or safeguarding is mainly remote. RW noticed that E13 grounds maintenance was underspent, SP advised that this was largely because the 2 caretakers were able to undertake this function and this avoided calling out contractors. Spend on E16 energy costs and E19 learning resources was also down because of the school closures during 2020-21. Income – I03 SEN funding was noted to be higher than expected due to Education, Health and Care Plans (EHCP) which finally came through with funding. An anomaly in I118A was explained as furlough of Phoenix Club staff (as not funded by public money) transferred to Fund 99 (Phoenix Club). Governors understood a slight increase to I18D due to additional free school meals grant. The committee noted a similar pattern in Pupil Premium Grant (PPG): Funding was up because Early Years Pupil Premium paid to PPG fund rather than MSB, funding for two children in care was received. E19 learning resources and E27 Bought in professional services also underspent due to school closures. Sports Fund out-turn was as expected, as was Speech and Language (SAL). The committee noted that Language and Literacy (LAL) has carry forward of £10k rather than predicted deficit due to teacher in charge leaving in August 2020 and replaced in January 2021. Devolved Formula Capital (DFC) overspends were noted due to unplanned drainage works in the playground. Phoenix Club: the committee was concerned about the final deficit of £15k and wanted to know if numbers had increased on the club's reopening and plans for marketing. HS advised that numbers had picked up, although many families have had to adapt and arrange alternative childcare whilst the club was closed and have kept to these arrangements so have not returned to the club. Currently, total fees are roughly £8k a month and 8 additional families have confirmed places for September so far. Phoenix Club guide and registration form is going out with the packs to children starting in reception September 2021. HS advised that marketing will be kept low-key until a definite date is known for the easing of restrictions.
9.	Budget Monitoring reports P2 2020-21 SP cautioned that it was very early in the financial year and monitoring of funds crucial.

	<p>NP reported that a support staff resignation and 2 maternities meant the 3 fixed term support staff due to finish in August 2021 may continue with a break in service for another fixed term. NP emphasised that this decision was operational and other measures to address potential deficit have been implemented (not replacing kitchen staff, reducing SEN teacher/admin assistant casual contract). The committee understood the need to balance financially and operationally. RR pointed out that careful monitoring was required in the year ahead. Governors felt that the staff profile of the school would change as we come out of the pandemic and turnover increases as staff look for other opportunities, providing the chance to make savings.</p> <p>RW commented on grounds maintenance (underspent) and SP pointed out that it was still early in the year and it was around now (June and July) that most of the grounds work would be done.</p> <p>HS and SP warned governors that water charges would be higher than expected due to increased consumption and charges.</p>
10.	<p>The Winchcombe School Fund</p> <p>RW requested an income and expenditure summary to be provided at the next meeting – HS to arrange.</p>
11.	<p>HR Matters</p> <p>Covered under item 9.</p>
12.	<p>AOB</p> <p>None</p>
11.	<p>Date and time of next meeting</p> <p>To be advised</p> <p><i>The meeting closed at 5:30 pm</i></p>

	Supporting documents	Agenda item
1.	Agenda for this meeting	1.
2.	Minutes of the F&HR Committee meeting of 22 March 2021 Part I & II	4,5.
3.	The Winchcombe School Final Audit Report, Statement of completion	6.
4.	FMP	7.
5.	Staffing Structure 2021-22	7.
6.	2020-21 Budget Out-turn Funds 01,08,50,55,76,99 CFR and Budget Out-turn report	8.
7.	Budget monitoring report to Governors June 2021, P2 Budget monitoring report to governors and commentary, Funds 01,08,13,50,55,76,99	9.
8.	The Winchcombe School Fund 2020-21	10.

